

ADELAIDE SHOWGROUND FARMERS' MARKET COMMITTEE MEETING – 5pm, Wednesday 16 November 2022

Meeting Room, Heavy Horse Memorial Building

AGENDA

- 1. Welcome and Apologies
 - 1.1 Introduction to new committee members
- 2. New Conflicts of Interest
- 3. Minutes of the September Meeting
- 4. Office Bearer elections
- 5. Action Items
- 6. Committee Calendar 2022/3
- 7. ASFM Business Report
- 8. Finance/Risk Report
- 9. Sub Committees
 - 9.1 Sub-committee nominations and elections
 - 9.2 HR Sub-committee
 - 9.3 Risk & Finance Sub-committee
 - 9.4 Market Mix Sub-committee
- 10. Red Flags & Risk Register
- 11. AOB
- 12. Close

NEXT MEETING

Committee Meeting – December?

ADELAIDE SHOWGROUND FARMERS 'MARKET COMMITTEE MEETING – 4.30pm, Wednesday, 21 Sept 2022 Meeting held at the Heavy Horse Memorial Building and via Zoom

Members present		
Lynne Dickson (LD)	Trish Simpson (TS)	Mem Ericson via Zoom (ME)
Gay Wallace (GW)		
Apologies		
Diana Williams (DW)	Albert Conterno (AC)	
Also attended		
Carol McGrane (AFO)	Christine Robertson (EO)	

1. Welcome and Apologies

Deputy Chair, LD opened the meeting at 4.33 pm. Apologies from DW and AC. Late arrival of GW noted (arrived at 4.49pm). It was noted that a quorum was present.

2. New Conflict of Interest (COI)

None declared.

3. Minutes of Previous Meeting

Minutes of the July meeting were moved by TS and seconded by LD. Accepted. (There was no meeting in August).

4. Action Items

CRM discussed at Agenda Item 6.1

Term Deposit – information was obtained from MH.

It was noted that MH had resigned from the committee and that her RAHS representative replacement would be assigned when new CEO settled in. It was also noted that Bob Heath had resigned from the committee.

ACTION: EO to follow up with MH's contact re Term Deposit.

5. Committee Calendar 2022

5.1 AGM Planning

It was noted that there was no requirement for an election in 2022. Three vacancies: two stallholder and one community position vacant. Two stallholders and one community person have nominated and will automatically be appointed.

ACTION: EO to send requirements for Agenda and AGM/Presentation to LD.

ACTION: A request for questions on notice in advance of AGM to be added to notification of AGM going out to members.

5.2 Financial Specialist Appointment

Treasurer and financial specialist position due to expire in October. GW nominated LD to the financial specialist appointment. LD accepted.

It was resolved that LD be reappointed as the financial specialist to the ASFM Committee.

6. ASFM Business Report

A query was raised regarding Aug site income. EO clarified that site income shown is in respect of September. Income was down because there were less stallholders attending in September at Goodwood Orphanage Park due to the Royal Show.

6.1 CRM Update

Action: EO to send a copy of the agreement with Sirus Technology to legal specialist, GW.

It was resolved that the cost of the CRM be moved to Capital Expenditure. Moved by TS and seconded by ME.

Business Report Accepted.

7. Correspondence

None

8. Finance/Risk Report

A general discussion arose around site and catering income being down (expected during September Showtime). Capital spending on festoon lighting, bike racks, blinds also discussed.

It was resolved to remove the existing signatures from the Macquarie Cash Account and add the Executive Officer Christine Robertson, and Treasurer Lynne Dickson. Two signatories required for cash management, single signatories for information. Moved by GW and seconded by LD.

9. Sub Committee Meeting Reports

9.1 HR Committee

9.1.1 EO Marketing Staff Proposal

A discussion arose re drafting a policy to outlining the role of HR committee and clarifying the EO's role in making appointments.

Action: EO to forward Roz Becker's current contract to legal specialist, GW.

Action: Legal specialist, GW, to draft new contract for Roz Becker. This is to rescind existing contract and to contract for the remaining three months of 2022 and include a 12 month sabbatical and her resumption of work for a two year period with the ASFM in Jan 2024.

9.2 Risk and Finance Committee – No Meeting It was suggested that risk and finance issues could be discussed at ASFM committee meetings.

9.3 Market Mix Committee – No MeetingOnly 2 members remain on the Market Mix committee.An update of the market mix policy was proposed to be discussed at the November meeting.

ACTION: AFO to add review dates for policies to calendar.

10. Red Flags & Risk Register

10.1 New Risks

None reported

11. AOB

None

12. Close

5.42 pm meeting closed.

NEXT MEETING

AGM – 19 October 2022 6pm



Adelaide Showground Farmers Market Committee Meeting

Action Items September 2022

AGENDA ITEM	ACTION	STATUS
January 2022 – Agenda Item 11.2	EO to look for external facilitator and some suitable dates for Strategic Planning Day.	On Hold
May 2022 – Agenda Item 11.1	MCC to issue survey to the committee to establish their requirements for a customer survey	In Progress
July 2022 – Agenda Item 5	MH to seek advice from GM of Finance of RAHS re investment of funds.	Ongoing
July 2022 - Agenda Item 6	EO to work on a paper with legal expert, GW, regarding the right of volunteers to vote as members based on the current constitution and explore criteria required.	Ongoing
September 2022 – Agenda Item 4	EO to follow up with MH's contact re Term Deposit.	Complete
September 2022 – Agenda Item 5.1	EO to send requirements for Agenda and AGM/Presentation to LD	Complete
September 2022 – Agenda Item 5.1	A request for questions on notice in advance of AGM to be added to notification of AGM going out to members.	Complete
September 2022 – Agenda Item 6	EO to send a copy of the agreement with Sirus Technology to legal specialist, GW.	Complete
September 2022 – Agenda Item 9	EO to forward Roz Becker's current contract to legal specialist, GW.	Complete
September 2022 – Agenda Item 9	Legal specialist, GW, to draft new contract for Roz Becker. This is to rescind existing contract and to contract for the remaining three months of 2022 and include a 12 month sabbatical and her resumption of work for a two year period with the ASFM in Jan 2024.	In Progress

		ASFM / Committee Action Items	Election/Terms of Office
		Committee meeting 21 June	
June	2023	Decision required re Christmas and New Year's market	
		23/24 budget approval required - Draft	
	2023	Committee meeting 19 July	
July		Committee to approve AGM and election timeline and documentation	
		Audit Information to be prepared	
	2023	Committee meeting 16 August	Wed 9 Aug - Call for nominations
		Approve Financial Report for AGM	
August			
			NB: Notification of AGM that includes any special resolutions to be received
			by membership 21 days prior to the meeting
	2023	Royal Show Closure Sun 3/9 & 10/9	Fri 8 Sept - Nominations close
September	2023	Committee meeting 20 September	Wed 13 Sep - Notification of AGM/Election to members
			Wed 13 Sep - Notification of AGM/Election to members
	2023	AGM 18 October	Wed 11 Oct - Online election closes
October			Election results announced at AGM Wed 18 Oct
November	2023	Committee Meeting 15 November	
December	2023	Meeting 20 December 2023?	
January	2024	Committee meeting date 17 January	
February	2024	Committee meeting date 21 February	
March	2024	Committee meeting date 20 March	
April		Easter Weekend 29 Mar-31 Mar	
	2024		
		Committee meeting date 17 April	
May		Committee meeting date 15 May	
	2024		
		Staff performance reviews	
		Committee meeting 19 June	
June	2024	Decision required re Christmas and New Year's market	
		24/25 budget approval required - Draft	



The Mission of the Market

"Create a vibrant market environment to connect customers directly to the best

South Australian producers"

Our Vision for the Market

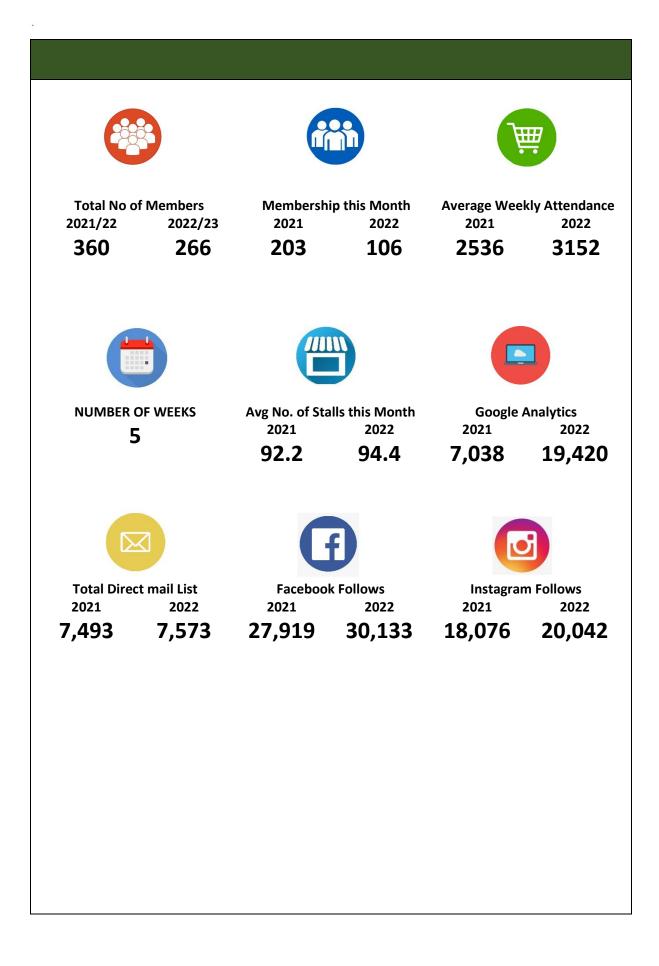
By the end of 2020 the Adelaide Farmers Market will have 3,500 customers visiting it each week.

Our Values and Key Message

We value quality South Australian produce and having a connection to those who produce it. Passion for food is part of our DNA, and with honesty and integrity we stay focussed on the Mission of the market. We don't do politics and we stay professional in our interactions with each other. We aim to enjoy ourselves, take the time to listen to each other's perspectives and create a safe and friendly working environment for everyone working or visiting the market. We value sustainability for both the market and our environment and keep this front of mind in our work.

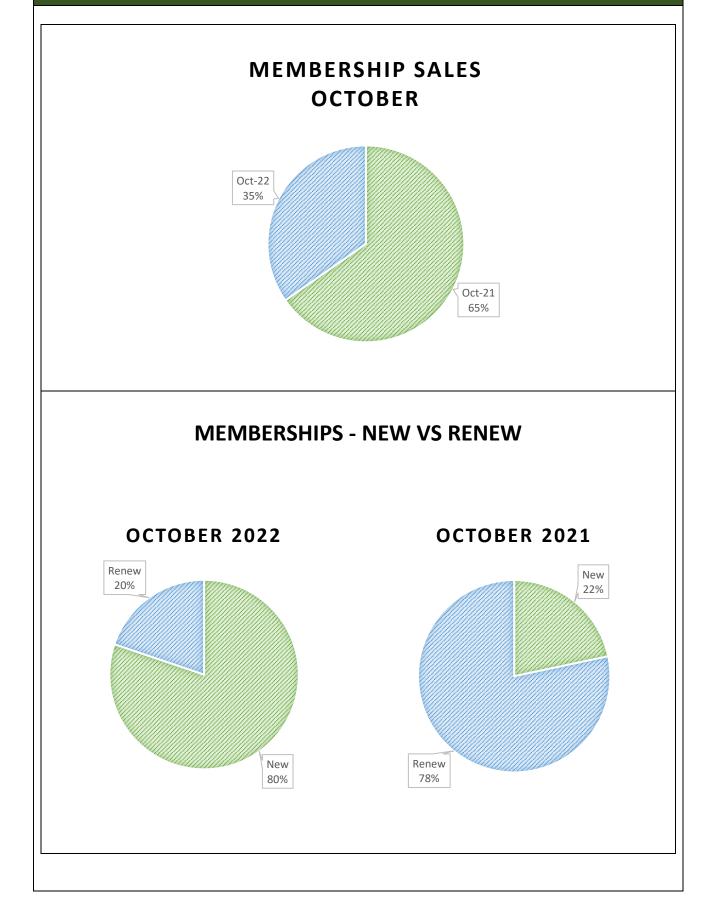
Purpose of Report

The purpose of the Monthly Business report is to report on where the ASFM is as a business in order to provide the ASFM Committee with evidence based information to base decisions on. This report is compiled with information and expertise from ALL ASFM team members reporting to the Executive Officer and is current as of end of the reporting month.

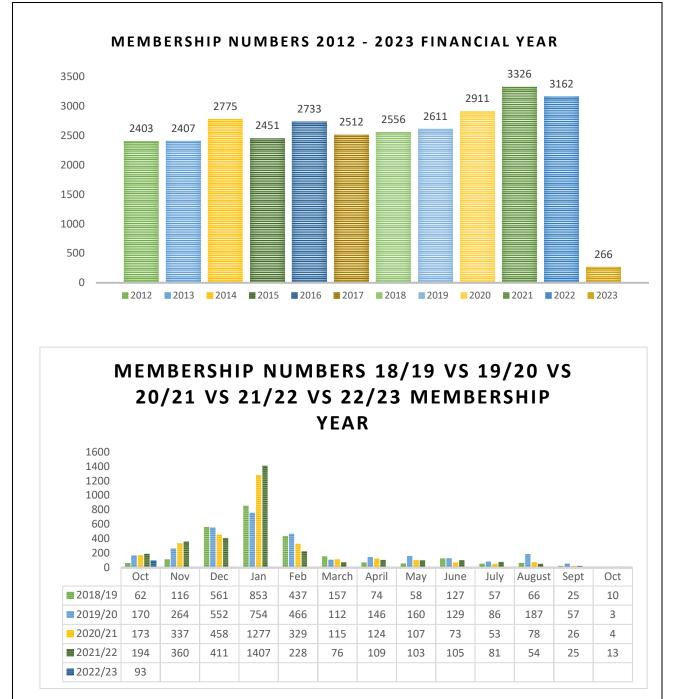




MEMBERSHIP SALES







Throughout September and October, a significant amount of time has been focused on the development and testing of new customized software for the ASFM Membership and CRM system. Membership has been given significant priority and focus by staff to ensure the Membership Software could be ready to launch following the AGM and on the 21st October 2022.

Despite significant testing it was decided that a 'Soft Launch" would be the most professional approach to commence sales and to ensure that the integration of member data received from the previous developer had successfully migrated into the new system.

It also enabled us to fine tune and iron out any "kinks' before undertaking extensive marketing and communications specifically with renewing members that still have until January to sign up.



On the 21st we opened online sales and ensured we had a team including the Wed Developer at the market for the first 2 weeks to ensure the process ran smoothly. Since the 21 October we have managed to sell 93 memberships, 72 being new and 21 renewed. 77 were purchased online and a further 16 at the market. Demonstrating that the marketing released around "Joining as a New" member via socials and the EDM has been effective, and that the online system is working successfully.

Although the overall year to day figure is down 95 compared with 2022 Membership sales at the same time last year, 136 were "renewals' and these have not yet been targeted with any direct communication which would normally have occurred by this stage. It was a strategic decision to undertake a "soft launch' so as to ensure correct messaging and testing before "Renewing Members" were to be targeted.

We have found "Sign Up to Membership by scanning a QR Code" at the market to be the most effective and highly successful so are revisiting the brochures, stallholder signage and existing signage etc to ensure the QR code included. We will also print less brochures and provide better signage at stalls.

93	Total Memberships sold this month (20-31 Oct) 95 $igvee$ (vs Oct 21			
72	New Members			
21	Renewed Members			
16	Purchased at the market (Total)			
12	At market - New			
4	At market – Renewed			
77	Purchased online (Total)			
60	Online – New			
17	Online - Renewed			
93	Total YTD membership sales 2023	95 🕹 (vs Oct 2021)		
72	YTD – New	35 ↑ more than 2021		
21	YTD – Renewed 136 ♥ less than 2021			

2023 MEMBERSHIP SALES

Supported Membership Promotions:

- New custom-built Membership system and CRM software has been developed for 2022 drive
- No paid advertising has been undertaken in October, as a Soft Launch at Market has taken place to ensure the system is running effectively.
- Mentions about the Membership being on sale for 2023 has been limited to some social post mentions and generic comms in two weekly member/subscriber newsletters.
- No customized communications has been sent to existing Members encouraging them to sign up until we felt the system would be seamless.



MARKETING/COMMUNICATION

OVERVIEW

This month we held several promotions aimed at driving new customers to the market and to individual stallholders for purchases. These including the Markets 'Sweet 16 Birthday Celebrations' on the 2nd October, British Film Festival Double Movie pass give-away on 13 October and the Halloween Eve Morning promotions including Trick or Treat Trail and giveaway of 2 Halloween Family Hampers. This was a huge success with over 300 trail bags given away and 191 completed entry forms being received.

We have continued to secure a free and regular live cross on FiveAA every Sunday morning with Michael Keelan in which we have worked with selected stallholders to conduct. This month we saw 4 interviews go live.

This month the focus on digital content across all the social platforms was reduced due to the availability of time and focus placed on the CRM/Membership Software Development and the development and paid advertising of the promotions undertaken, that resulted in good attendances on Halloween Eve. Full insights are available at the end of the report with a snapshot for Facebook, Instagram, and Google outlined below.

Total Facebook followers increased by 7.3% reaching over 30,000 followers. Instagram followers also increased by 1729 reaching over 20,000 followers. Both are huge achievements, especially given the level of content posted on both these platforms was reduced this month.

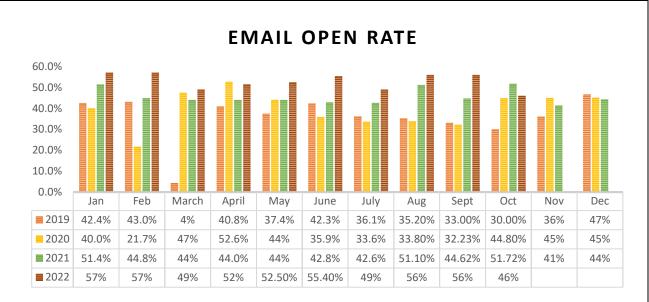
Google Analytics continues to perform well compared with October 2021. The most significant increases were business profile searches being up by 66%, Business Profile Interactions up 53.3% (vs Oct 2021) and business views up by 33.2%. Furthermore, our 1506 uploaded photos received a total of 298130 total in September (October N/A at time of reporting's).

We have continued to run a Google Ad listing to promote the market and get click through to the website. Our fixed daily budget needs revisiting and the keyword searches. This will need a increase in annual budget spend to continue to have an impact. We are currently achieving over 2,000 impressions with 60% conversion rate for a maximum spend of \$7 a day or \$224 this month. We are easily running out of budget each month and could allocate more to effectively increase traffic.

Stallholder profile updates on the website continue to filter back slowly, but available hours to work on this task are the main issue.

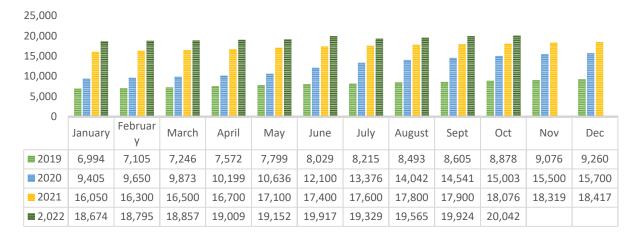
An additional promotion this month was with Palace Nova Cinemas with 10 doubles for the British Film Festival. Selected stallholders were interested and although the response was not huge it offers to enter to win is appreciated and it has been said by some it drives business to the stand. In September the Italian Film Festival was a success and saw mostly members enter with over 136 tickets received that were only issued when someone made a purchase at selected stalls.



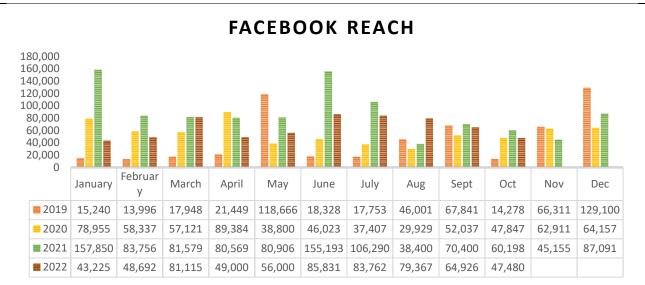












MARKETING COMMENTARY

DIGITAL OVERVIEW (Facebook/Instagram/Google My Biz)

47,840	Total reach this month	27.4% 🕹 (vs Jul) 29.4% 🛧 (vs Aug 21)
1,693	Page visits	4.5% ♥ (vs Jul)
30,133	Total followers	7.3% 🛧 Year on Year
28,798	Likes	↑ (vs Sept)
167	New Page likes	15% 🛧 (vs Sept)
8367	Engagement	8% 🕹 (vs Sept)
18	Posts	7 ♥ (vs Sept)
36	Stories	
28.1%	1 st Top Age Range 35-44 yrs	
19.9%	2 nd Top Age Range 45-54 yrs	
17%	3rd Top Age Range 25-34 yrs	
82.5%	Women	
17.5%	Men	

Instagram

11,803	Reach (9,530 K followers / 2,273 non-followers)	36% ♥ (vs Sept)		
2,919	Profile visits 5.9% \clubsuit (vs Sept)			
20,042	Followers	1729 个 (compared with 2021)		
358	New followers (Growth)			
647	Accounts engaged	45 % ♥ (vs Sept)		
182,833	Impressions	8.1 % ♥ (vs Sept)		
25	Posts			
168	Stories	53% interactions 🛧 (vs Sept)		
0	Reels			
30.6%	Age Range 25-34 yrs			
34.5%	Age Range 35-44 yrs	Maintained "Top Spot"		
18.2%	Age Range 45-54 yrs			
83.2%	Women			
16.7	Men			



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6pm	Most active time	
opin		

Facebook & Instagram (Joint Advertising)

	6 (
6,562	Overall Paid Reach (saw ads) 67% \clubsuit (vs Sept)					
13,586	Overall Paid Impressions (on-screen)	77.1% 🕊 (vs Sept)				
\$111.60	Total Spend					
1	Ad – Event Weekly Market 15/10/2022	1,431 Reach / 25 event responses, spent \$15, CPC \$0.72				
2	Ad – Halloween Eve Market 30/10/2022	5,830 Reach / 190 event responses spent \$92.98, CPC \$0.40				

Google My Business

/			
19,420	Searches showed business profile	66% 🛧 (vs Oct 2021)	
2,841	Business profile interactions	53.3% 🛧 (vs Oct 2021)	
30.231	Business profile views	33.2% 🛧 (vs Oct 2021)	
23,385	Google Search – mobile 64%		
5,777	Google Search – desktop 17%		
4,315.	Google Maps – mobile 16%		
1,428	Website clicks made from your Business Profile 26.6% ↑ (vs Oct 2021)		
298130	1506 photos got total views in the last month September figures		
1,360	Direction request 94.8% 🛧 (vs Oct 2021)		

EDM / Newsletter

7573	Email distribution list	80 or 1% 🛧 (vs Oct 2021)		
46%	Open rate	5% ♥ (vs Oct 2021)		
5.2%	Click through rate	Industry average is 2.94%		
2824	Members Only – Notification of AGM	57.5% opened, 2.3% clicked through.		

Other Digital Asset Updates- NIL

PROMOTIONS & CAMPAIGNS (PAID)

Date	Promotion / Campaign	Platform & Type	Results & Outcomes
Aug 2022	Market Search Listing Advertising – Weekly market	Google Search Ad Listing	NO ADVERTISING THIS MONTH.
Aug 2022	"Shop like a Locavore" Weekly Market & Pop Up in the Park Digital branded banner	Adelaide Showground Goodwood Road Digital Signage	Unable to measure

Media Coverage: Win in delicious. Harvey Norman Produce Awards 2022 (see Appendix 3).

CAMPAIGN – RADIO – "Shop like a Locavore" Adverts – Nil this month.

Additional advertising is scheduled for November & December 2022 as part of the Memberships and support Festive Trading hours.



ADDITIONAL PUBLICITY RECEIVED: FiveAA Live Cross Over (FOC)

FiveAA Live crossovers to the market every Sunday morning with Michael Keelan have continued.

Refer to the Attachment 1 for Media Coverage and Statistic received with each promotion.

THIS MONTH'S ACTIVITIES:

• Website Maintenance

Contacted all stallholders requesting that they review the existing Website profile page and provide feedback by the 19th of August. Some updates have been received and these are yet to be undertaken. A significant number of stallholders have not responded or acknowledged receipt of the email so a follow will be required and time permits.

• Grant Application

No additional funding was sourced this month via grant applications.

EXAMPLE OF SEPTEMBER/OCTOBER MARKET PROMOTION AND ARTWORK

SEPTEMBER 2022

Orphanage Park Pop Up Markets 4 & 11/9/2022





www.adelaidefarmersmarket.com.au



Farmers' Day Give-Away – Orphanage Park Pop Up Market 4/9/2022



Event Held at Orphanage Park:

Kids Activity Pa	ricipation					
	Paricipants		Total Cost			
Terrarium	61		\$ 331.50			
Flower	82		\$ 329.60			
Total	143					
Stats Farmers' D	Day Promotion	'Shop to Wi	in" - Held at Or	phanage Pa	rk	
Win 1 of 2 Farm	ers Day Showk	bags and 1 o	f 5 double tick	ets to the R	oyal Adelaid	e Show
Members	583					
Non-Members	239					
Total	822					

Movie Ticket Promotion – Italian Film Festival 15/9/2022



MONTHLY BUSINESS REPORT October 2022



ITALIAN FILM FESTIVAL GIVEAWAY	Total	Members	Non- Members	%		
Entry Forms produced	300					
Entry forms NOT circulated	56			19%		
TOTAL ENTRY FORMS DISTRIBUTED	244					
Tickets entered	136	122	14	50%		
Total not entered	108			44%		
Total stallholders	6					
Stallholder Participated	6					
Patlin Gardens,						
Virgara's Garden,						
Grancari Estate Wines						
Taralli Continental Biscuits						
Just Gluten Free,						
From the Grain						
Prize	10 x Double	e Movie Pas	sses to Italian Film	Festival 202	2 (Sept/Oct)	
Winners						
Congratulations to our 10 lucky winne	ers from Sun	day 25 Octo	ber:			
Dayna Martin, Jane Turner						
Goldsmith, Takiana McKeever,						
Christine Nobes, Gill Lloyd, Sonia						
Battilana, Toby Gush, Gill Lloyd,						
Graham O'Neill, Mev Cinar						
Granani O Neni, Mev Chiai						

OCTOBER 2022

Market Sweet 16 Birthday Celebrations – 2/10/2022



British Film Festival Movie Ticket Promotion – 13/10/2022

Stallholders	Film Festival
Alexandrina Cheese	Cheddar Cheese
Collett & Miels	Marmalade
Fiaje Jams	Orange Marmalade
Fleurieu Lavender	British lavender
Ginny Pig	Xmas Gin
Harts Vegetables	Potatoes
Little Bang Brewery	British Beer - Union Jack
Najobe	Traditional Old English Sausages
Meal Pantry (The)	Take away meals Sheppards Pie and Mustard Chicken
Vespa Espresso Bar	Coffee

MONTHLY BUSINESS REPORT October 2022



Di Andreasti
BRITISH FILM FESTIVAL 2022
To Win 1 of 10 Double Movie Passes
ADELAIDE 18 Oct - 16 Nov BETOWILWESTINGLOOAS

Winners

Paula Wegener Filo Momcilovi Eddie O'Brien Carla Humphries Sue Bramley Mareke Gorpfest Sebastian & Marie Paulik Rachael Wagner Rohda Debbie Severin Sharyn Roach Anleu

Entries Received	
Members	56
Non- Members	27
Total Entries:	83

2023 Membership Goes on Sale – Soft Launch QR Code introduced & new Software (23 October)



Halloween Eve Comes to the Market (30/10/2022)





Marketing for Halloween 2022

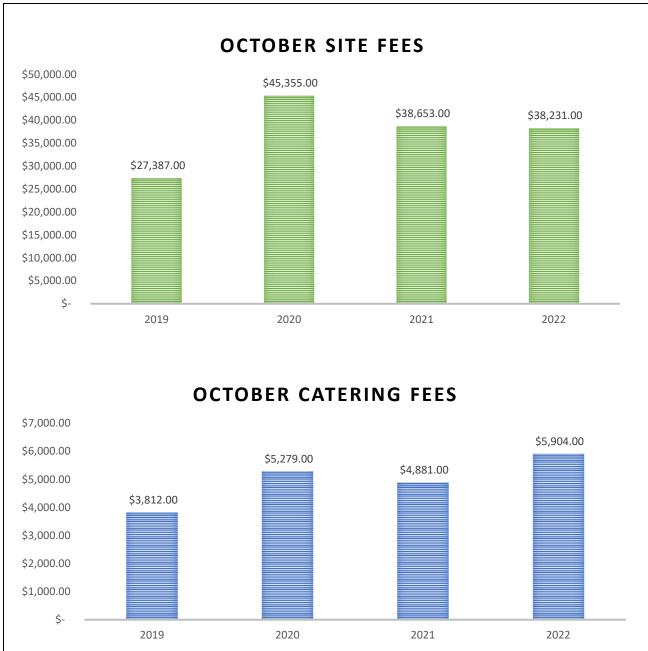
Trick or Treat Trail Participants 191

Play and Go Page listing https://playandgo.com.au/halloween-market-adelaide-showgroundfarmers-market/ https://playandgo.com.au/ Home Page Kids in Adelaide Page listing https://kidsinadelaide.com.au/event/halloween-at-adelaide-farmersmarket/ Google Event **Event Post** Twitter Post Adelaide Showground Socials Social City of Unley Socials https://glamadelaide.com.au/events/halloween-comes-to-the-farmers-Glam Adelaide Event Page market/ Glam Adelaide Halloween Event Guide https://glamadelaide.com.au/guide-to-adelaides-scary-and-

spooky-halloween-events/

OPERATIONS





INCOME

Stall fees have steadied and budget met for October. Work has been done on making sure we have stalls not affected by weather fluctuations. Staffing issues continues to have impact on stalls ability to attend each week.

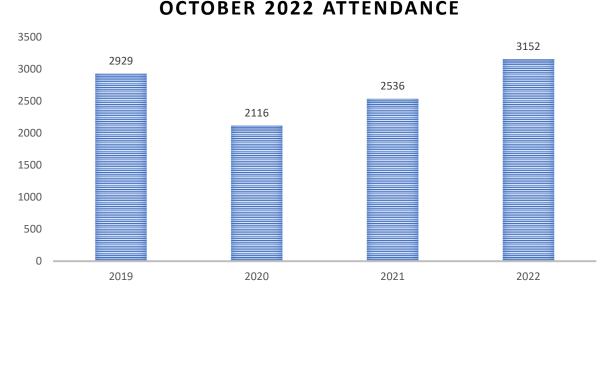
WEEKLY ATTENDANCE COUNT/RECORDS OCTOBER 2022

MONTHLY BUSINESS REPORT October 2022

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	2/10/2022	9/10/2022	16/10/2022	23/10/2022	30/10/2022
Attendance	2368	3319	3974	2570	3529
Compared to 2021	3/10/2021	10/10/2021	17/10/2021	24/10/2021	31/10/2021
Attendance	1682	2505	3103	2281	3110
Notes	16th Birthday Sweet 16 / Long Weekend / School Holidays	School Holidays	Bay-Birdwood / School Goes Back / Gilles	New 2023 membership / FWD/Boating Show	Halloween
Weather	24	17	19	17	27
Number of Sites	100	95	95	86	96
Number of Stallholders	82	77	78	69	79
Number of shared sites	1	2	1	1	1
Caterers onsite	7	7	6	6	7



OCTOBER 2022 ATTENDANCE

We have well and truly settled back into our regular location in and around the Stirling Angas Pavilion within the Adelaide Showground with market numbers continuing to grow. The total market attendances in October were 15,760 an average of 3,152 per week, compared with 2,536 in 2021 and 2,116 in 2020. This



is a great outcome as it demonstrates that market growth is continuing and that market promotions have been successful in driving increased customers weekly to the Sunday Market.

													Average
Average stalls for													YTD v Full
the month	July	August	September	October	November	December	January	February	March	April	May	June	Year
2022-2023	80.4	83.5	ě 64.75	94.4									
2021-2022	88.75	93.3	92.1	93.2	96.6	*****92	81	96.5	94.5	81.75*****	90.6	88.5	90.7
2020-2021	90.75	91.4	94.37	92.75	91.3	****89.75	85.7	85.12	92.5	*****84.25	93.2	91.25	90.8
2019-2020	78.3	76.4	79.1	80.25	83	85.7	81.25	85.63	85.1	73.25	81.9	86.5	81.4
2018-2019	83.3	78	76	88.25	85.1	88.4	86	93	94.3	***77.75	82.5	82.9	85.3
2017-2018	85.6	86.25	81.75	96.1	102.7	*98.8	98	98.25	97.75	**81.2	89.4	83.12	91.9
2016/2017	86.4	85.5	80.5	87	96	93.5	91	94.8	92.9	81.7	91.5	89.4	89.4
2015/2016	87.3	90	82	95.8	102.2	95.3	93.7	98.6	101	94.1	91.6	88.8	93.7
* Dec 2017 figure drops to	o 88.1 if the Tu	vilight marke	t is included(34	.5 stalls atter	nded)		***April 201	9 figure incre	ases to 87 if	Easter Sunday m	arket exclude	d (50 sites in	cluded)
							**April 2018	figure increa	ises to 91.5 ij	Easter Sunday m	narket exclude	ed (40 stalls d	ttended)
Sept 2022 increase to 91.	5 if Orphanage	Park exclude	ed (38 Stalls atte	ended)			****Dec 202	20 figure incre	eases to 102.	8 if Twilight mari	ket excluded	45 stalls atte	nded)
							*****April 2	021 figure in	creases to 93	.7 if Easter Sundo	ay market exc	luded (56 sta	lls attended)
							***** Dec	: 2021 figure	decreases du	e to Twilight Ma	rket and no B	oxing Day	
							******April	2022 increas	e to 89.66 if I	aster excluded (58 Stalls atte	nded)	

Average Attendance Statistics

Average attendance for the month		August	September	October	November	December	January	February	March	April	Мау		Average YTD v Full Year
2022-2023	3285	3302	*2370.25	3152									
2021-2022	2449	2381	2384	2536	2154	2015	2119	2593	2289	3215	3396	3027	2546
2020-2021	2384	2227	2392	2116	2189	1842	2154	2525	2480	2446	2607	2449	2318
2019-2020	2539	2342	2613	2929	3408	2656	2884	2628	3010	2354	2523	2744	2719
2018-2019	3059	2641	2972	2918	2716	2745	2589	3308	2904	2908	2672	2291	2810
2017-2018	3068	3274	3010	2992	3227	2463	3647	3446	2854	3037	2635	3125	3043
			*Sept 2022 fig	g increases to	o 3333 if Orpl	nanage park e	excluded (14	07.5 averag	e)				

FOR YOUR INFORMATION

New Stallholders:	Returning stallholders:
The Meal Pantry	•
Basket Range Bakers	
The Spare Room Cafe	
Stallholder Finishing Temporarily:	Stallholders Finished Permanently:
Coffin Bay Oysters	The Prawn Store
	Fruit Wise

NOTES

JAM FACE – have moved inside and this has brought life and traffic to the western end of the pavilion. Queues are being well managed and headed out of the pavilion

THE SPARE ROOM CAFÉ – Had a slow start getting their head around the gap left by Kuhl Kooking, however they have now found their legs. Like all hospitality businesses at the moment with the new surge in Covid cases they are having their fair share of staffing issues. The feedback from customers has been very positive re their service and food.



THE PRAWN STORE - We have discontinued the right to trade for The Prawn Store. Given that the Prawn store is only attending the markets at peak times when there is a surge in shopping, ie Easter and then Christmas, yet they were trading elsewhere at other times made their presence at the market questionable in relation to our Rules. Dinko Tuna has had approval to sell their prawns for some time and will now publicise this to cover this gap. Their prawns are of the same quality, and availability is more constant and prices are equivalent or less.

FRUIT WISE – Informed us of their decision early October to leave the market with no explanation. However in early October we learnt that Carmans's had acquired the brand. See below from <u>https://www.foodanddrinkbusiness.com.au/news/carman-s-acquires-fruit-wise</u>

[•]For Fruit Wise managing director Bridget Beal, selling the 15-year-old family business to Carman's felt like the right move.

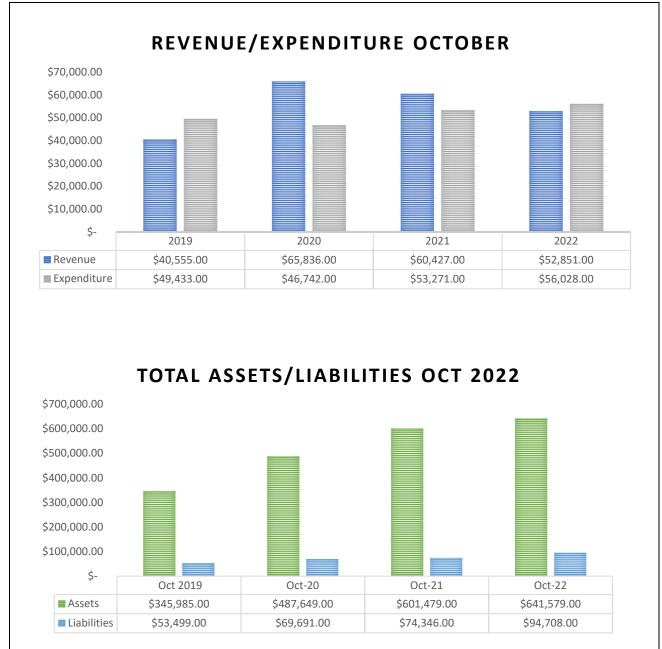
"After speaking with Carolyn we knew straight away that this was the right move for Fruit Wise. We wanted to make sure we were passing over the reins to someone just like Carolyn, who shared the same outlook about delicious and healthy snacking and looking after Aussie families. We can't wait to watch Fruit Wise grow under the care of Carman's."

COFFIN BAY OYSTERS – Are having logistics issues and are are now on hold pending a solution. We have reached out to other oyster farmers from the same area to see if there is any other interest leading up to Christmas.

WEATHER – Given the rains, there will be an impact on stalls selling summer fruit. Eko fruits have indicated their first harvest of Cherries is out, Rich Pickings have also indicated they will not have cherries to sell at the market this year due to rain damage. Merry Cherry have confirmed at this stage they are good to go for late November and onwards to Christmas, which is good news.

FINANCE





NOTES

OVERVIEW

The market continues to perform well and with the commencement of the 2023 Membership Sales in using the custom build software.

We have introduced Pay Pal, Square for sales, scanning of Membership cards and the use of QR Codes to sign up as a member. These changes are bringing about efficiency in our operation. Furthermore, we have two sponsored Bicycles to giveaway that will be supported by radio and print promotions and hope will drive increases sales in 2023.



The Membership program is certainly more user friendly, and we have received positive feedback at the market by users many stating 'how easy it is to sign up' which may also help drive more sales. Additional work is yet to be done on the CRM which we hope to have fully operational by early December. This will bring about lots of new operational efficiencies for the team and stallholders plus the potential to add future customized builds to enhance all user experiences include e-commerce, stallholder scheduling and competition participation and event registrations to name just a few. This is just the beginning and the opportunities for the market are endless.

ATTENDANCE NUMBERS

Attendance have been good over the last two months and returned to high numbers. The current surge in Covid cases has not had a significant impact on numbers at this stage.

ORPHANAGE POP UP

The two pop up Orphanage markets were a great success. Council funding was received to the value of \$5000, \$1000 inkind.

Week One – 38 Stallholders, 3 Caterers Week Two – 36 Stallholders, 3 Caterers

The ASFM Management team ran one of the catering stalls, the Bacon and Egg Brekkie Bar, to fill a gap and made a profit of approx \$1300

Total Income - \$11992 Total Expenses - \$6469 Profit - \$5523

Attendance was recorded at 4/9 - 1391 & 11/9 - 1424 although it was particularly difficult to count. Council event staff in attendance suggest it was slightly higher than that on both days.

Some difficulties occurred on the first week due to stallholders driving in areas where that was off limits, but additional instructions and bunting prevented this situation in the second week and no restitution work on the turf was required post event.

BUMP OUT/BUMP IN

Bump out of the Leader St location and bump back into the Stirling Angas Location went without any hitches. No offsite storage made things considerably easier for the management team. Extra staff were put on for the bump days to help stallholders and to load/unload our storage containers. This was already in the budget.

Profit and Loss

Adelaide Showground Farmers Market For the month ended 31 October 2022

	Sep 2022	eptember 2022 Budget	Oct 2022	October 2022 Budget	YTD 2022/23	2022/23 YTD Budget	YTD 2021/22 Actuals	2022/23 Budge
Frading Income								
Bag Revenue	341.31	290.00	460.35	370.00	1,689.82	1,600.00	1,700.87	5,000.00
Car Park Card Revenue	54.54	50.00	190.90	2,500.00	922.68	2,950.00	3,617.79	30,800.00
Catering Rental Income	3,985.00	5,700.00	5,904.37	5,000.00	16,272.04	18,800.00	18,876.41	58,000.00
Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Membership Income	1,234.30	1,300.00	7,021.34	15,000.00	15,177.40	22,300.00	20,844.39	210,000.0
Merchandise Sales	275.46	150.00	387.28	200.00	1,587.49	410.00	374.09	2,500.0
Miscellaneous Revenue	0.00	0.00	3.92	0.00	3.92	0.00	0.00	0.0
Power Fees	2,366.31	2,083.00	2,202.47	2,083.00	7,236.06	8,336.00	9,640.70	25,000.0
Private Funding	0.00	0.00	0.00	0.00	245.44	0.00	245.44	0.0
Site Rent Income	41,332.72	40,000.00	38,231.23	35,000.00	128,835.31	143,000.00	154,248.95	420,000.0
Sponsorship income	0.00	750.00	0.00	0.00	750.00	750.00	750.00	2,500.0
RAHS Subsidy	16,000.00	16,000.00	0.00	0.00	16,000.00	16,000.00	8,000.00	16,000.0
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00	2,727.27	0.0
otal Trading Income	65,589.64	66,323.00	54,401.86	60,153.00	188,720.16	214,146.00	221,025.91	769,800.0
COGS - Bags	211.05	200.00	280.00	200.00	671.70			
	0.00				0/1./0	800.00	1.002.86	3,750.0
COGS - Car park costs	0.00	0.00	190.00	1,400.00	0.00	800.00 1,400.00	1,002.86 1,386.36	
COGS - Car park costs COGS - Merchandise Costs	522.50	0.00 208.00	190.00 300.00				,	28,500.0
				1,400.00	0.00	1,400.00	1,386.36	28,500.0 2,500.0
COGS - Merchandise Costs	522.50	208.00	300.00	1,400.00 208.00	0.00 1,439.10	1,400.00 832.00	1,386.36 530.00	28,500.0 2,500.0 0.0
COGS - Merchandise Costs Freight	522.50 0.00	208.00 0.00	300.00 0.00	1,400.00 208.00 0.00	0.00 1,439.10 0.00	1,400.00 832.00 0.00	1,386.36 530.00 0.00	28,500.0 2,500.0 0.0 6,720.0
COGS - Merchandise Costs Freight Membership Costs	522.50 0.00 117.60	208.00 0.00 560.00	300.00 0.00 780.00	1,400.00 208.00 0.00 560.00	0.00 1,439.10 0.00 750.90	1,400.00 832.00 0.00 2,240.00	1,386.36 530.00 0.00 2,012.65	3,750.0 28,500.0 2,500.0 6,720.0 41,470.0 728,330.0
COGS - Merchandise Costs Freight Membership Costs Total Cost of Sales Gross Profit	522.50 0.00 117.60 851.15	208.00 0.00 560.00 968.00	300.00 0.00 780.00 1,550.00	1,400.00 208.00 0.00 560.00 2,368.00	0.00 1,439.10 0.00 750.90 2,861.70	1,400.00 832.00 0.00 2,240.00 5,272.00	1,386.36 530.00 0.00 2,012.65 4,931.87	28,500.0 2,500.0 0.0 6,720.0 41,470.0
COGS - Merchandise Costs Freight Membership Costs Total Cost of Sales Gross Profit Events	522.50 0.00 117.60 851.15	208.00 0.00 560.00 968.00	300.00 0.00 780.00 1,550.00	1,400.00 208.00 0.00 560.00 2,368.00	0.00 1,439.10 0.00 750.90 2,861.70	1,400.00 832.00 0.00 2,240.00 5,272.00	1,386.36 530.00 0.00 2,012.65 4,931.87	28,500.0 2,500.0 0.0 6,720.0 41,470.0
COGS - Merchandise Costs Freight Membership Costs Total Cost of Sales Gross Profit Events Event Income	522.50 0.00 117.60 851.15 64,738.49	208.00 0.00 560.00 968.00 65,355.00	300.00 0.00 780.00 1,550.00 52,851.86	1,400.00 208.00 0.00 560.00 2,368.00 57,785.00	0.00 1,439.10 0.00 750.90 2,861.70 185,858.46	1,400.00 832.00 0.00 2,240.00 5,272.00 208,874.00	1,386.36 530.00 0.00 2,012.65 4,931.87 216,094.04	28,500.0 2,500.0 0.0 6,720.0 41,470.0 728,330.0
COGS - Merchandise Costs Freight Membership Costs Total Cost of Sales Gross Profit Events Event Income Event Income - Orphanage Market Total Event Income	522.50 0.00 117.60 851.15	208.00 0.00 560.00 968.00	300.00 0.00 780.00 1,550.00	1,400.00 208.00 0.00 560.00 2,368.00	0.00 1,439.10 0.00 750.90 2,861.70	1,400.00 832.00 0.00 2,240.00 5,272.00	1,386.36 530.00 0.00 2,012.65 4,931.87	28,500.0 2,500.0 6,720.0 41,470.0 728,330.0 2,700.0
COGS - Merchandise Costs Freight Membership Costs Total Cost of Sales Gross Profit Events Event Income Event Income - Orphanage Market Total Event Income Event Expenses	522.50 0.00 117.60 851.15 64,738.49 8,045.63 8,045.63	208.00 0.00 560.00 968.00 65,355.00 2,700.00 2,700.00	300.00 0.00 780.00 1,550.00 52,851.86 0.00 0.00	1,400.00 208.00 0.00 560.00 2,368.00 57,785.00 0.00 0.00	0.00 1,439.10 0.00 750.90 2,861.70 185,858.46 11,617.97 11,617.97	1,400.00 832.00 0.00 2,240.00 5,272.00 208,874.00 2,700.00 2,700.00	1,386.36 530.00 0.00 2,012.65 4,931.87 216,094.04 0.00 0.00	28,500.0 2,500.0 0.0 6,720.0 41,470.0 728,330.0 2,700.0 2,700.0
COGS - Merchandise Costs Freight Membership Costs Total Cost of Sales Gross Profit Events Event Income Event Income - Orphanage Market Total Event Income	522.50 0.00 117.60 851.15 64,738.49 8,045.63	208.00 0.00 560.00 968.00 65,355.00 2,700.00	300.00 0.00 780.00 1,550.00 52,851.86 0.00	1,400.00 208.00 0.00 560.00 2,368.00 57,785.00 0.00	0.00 1,439.10 0.00 750.90 2,861.70 185,858.46	1,400.00 832.00 0.00 2,240.00 5,272.00 208,874.00 2,700.00	1,386.36 530.00 0.00 2,012.65 4,931.87 216,094.04 0.00	28,500.0 2,500.0 0.0 6,720.0 41,470.0 728,330.0 2,700.0

Gross Profit (Loss) on Event	3,823.10	(4,050.00)	(135.18)	(250.00)	3,765.40	(4,800.00)	(1,607.65)	(6,800.00)
Grant Funding								
Grant Income								
Grant Funding - City of Unley	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
Total Grant Income	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
Gross Profit (Loss) on Grant Funding	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00
Other Income								
Distributions Received	0.00	0.00	0.00	0.00	0.00	0.00	1,690.58	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.22	0.00	0.00	0.00	0.22	0.00	0.00	0.00
Portfolio Gain / Loss	0.00	0.00	0.00	0.00	(11,099.66)	0.00	(24,428.00)	0.00
Total Other Income	0.22	0.00	0.00	0.00	(11,099.44)	0.00	(22,737.42)	0.00
Operating Expenses								
Accounting								
Accounting and Legal Fees	1,700.00	1,600.00	0.00	2,500.00	2,000.00	4,300.00	5,460.00	9,000.00
Audit Fees	3,700.00	6,400.00	3,100.00	0.00	6,800.00	6,400.00	2,500.00	6,400.00
Total Accounting Marketing	5,400.00	8,000.00	3,100.00	2,500.00	8,800.00	10,700.00	7,960.00	15,400.00
Advertising and Marketing - Above line	1,050.20	3,333.00	6,204.62	3,333.00	12,158.01	13,332.00	10,359.13	40.000.00
Advertising and Marketing - Below line	3,553.88	1,666.00	3,958.30	1,666.00	10,258.61	6,664.00	1,154.16	20,000.00
Total Marketing	4,604.08	4,999.00	10,162.92	4,999.00	22,416.62	19,996.00	11,513.29	60,000.00
Bank Charges	252.86	250.00	216.40	750.00	969.42	1,520.00	976.67	8,500.00
Cleaning Expense	0.00	400.00	0.00	0.00	0.00	400.00	0.00	800.00
Committee Expenses	651.46	0.00	162.29	4,000.00	826.41	4,300.00	4,245.70	5.000.00
Computer Consultant Fees	0.00	100.00	0.00	100.00	87.50	400.00	1,090.00	1,200.00
Computer Supplies	10.20	0.00	0.00	0.00	89.20	0.00	0.00	0.00
Depreciation Expense	575.30	0.00	0.00	0.00	1,719.93	0.00	2,725.80	0.00
Dues & Subscriptions	311.35	500.00	231.14	120.00	1,549.08	1,095.00	1,124.76	4,000.00
Electricity	4,206.68	1,833.00	0.00	1,833.00	4,206.68	7,332.00	6,846.01	22,000.00
Equipment Expense/Hire	0.00	13.00	0.00	13.00	0.00	52.00	83.70	150.00
Insurance	700.27	0.00	700.27	0.00	2,639.97	8,000.00	2,085.83	8,000.00
Kids Club Activity Programme	336.36	500.00	482.56	500.00	850.12	2,000.00	1,691.40	6,000.00
Kitchen Supplies	54.45	333.00	226.76	333.00	281.21	1,336.00	34.58	4,000.00
Maintenance	0.00	0.00	0.00	0.00	0.00	900.00	838.04	6,500.00
Membership Card Purchase	0.00	0.00	0.00	0.00	0.00	0.00	543.65	0.00
Minor Equipment	0.00	125.00	299.09	125.00	401.86	500.00	381.86	1,500.00
Money Out (Kounta)	0.00	0.00	40.00	0.00	40.00	0.00	230.00	0.00
Office Supplies	614.67	208.00	177.40	208.00	1,149.80	832.00	919.41	2,500.00
Postage & Shipping	0.00	13.00	0.00	13.00	0.00	52.00	0.00	150.00
Realised Currency Gains	1.08	0.00	4.95	0.00	169.04	0.00	3.03	0.00
Recruitment Expenses	0.00	0.00	0.00	0.00	0.00	0.00	570.00	1,600.00
Site Attendant's Fee	1,080.00	1,500.00	1,440.00	1,500.00	5,760.00	6,000.00	5,440.00	18,000.00

Net Profit	4,459.26	1,493.00	(3,176.15)	(4,297.00)	(60,465.83)	(36,893.00)	(12,223.88)	13,130.0
otal Operating Expenses	60,279.45	63,862.00	56,028.01	62,082.00	235,224.85	245,767.00	205,580.50	715,200.0
Entertainment	0.00	833.00	0.00	833.00	0.00	3,332.00	0.00	10,000.0
Waste Management	709.28	583.00	0.00	583.00	1,613.12	2,332.00	36.19	7,000.0
Workcover Levy	0.00	236.00	192.32	236.00	192.32	944.00	218.50	2,840.0
Wages & Salaries - Annual Leave Movement	(1,419.05)	0.00	0.00	0.00	(3,212.16)	0.00	(2,977.37)	0.0
Wages & Salaries	22,916.43	23,670.00	19,854.46	23,670.00	91,690.55	94,680.00	72,688.82	284,040.0
Volunteer Expenses	201.00	0.00	127.10	0.00	659.55	0.00	903.44	2,000.0
Unrealised Currency Gains	0.00	0.00	0.00	0.00	1.62	0.00	0.00	0.
Travel & Entertainment	326.36	125.00	218.18	125.00	1,862.73	500.00	190.62	1,500.0
Telephone	316.51	458.00	363.54	458.00	1,266.94	1,832.00	1,721.11	5,500.0
Superannuation	2,406.21	2,485.00	2,084.71	2,485.00	9,205.87	9,940.00	6,338.87	29,820.0
Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.0
Staff Amenities	64.21	75.00	20.24	75.00	148.36	300.00	178.54	900.0
Software Licence Fees	502.25	483.00	293.59	483.00	1,366.74	1,932.00	1,406.34	5,800.0
Site Licence Fees Rent	14,350.00	14,350.00	14,350.00	14,350.00	71,745.55	57,400.00	70,000.00	177,000.0
Site Equipment Hire	1,060.22	1,690.00	1,273.20	1,690.00	6,508.68	6,760.00	5,047.35	20,300.0
Site Consumables	47.27	100.00	6.89	100.00	218.14	400.00	524.36	1,200.0

Balance Sheet

Adelaide Showground Farmers Market As at 31 October 2022

	31 OCT 2022	31 OCT 2021	31 OCT 2020	31 OCT 201
ssets				
Bank				
Adel Show Farmers Market Inc	35,007.02	86,594.83	164,778.88	132,016.33
Bendigo - Business Account	395,439.00	327,492.55	120,672.75	1,000.00
Cash Management Account	18,364.26	13,362.84	9,362.42	6,762.98
Petty Cash	64.20	506.45	935.60	870.40
Total Bank	448,874.48	427,956.67	295,749.65	140,649.7
Current Assets				
Clearing - Cash	(179.30)	22.40	(10.20)	462.10
Inventory	10,419.90	14,137.39	23,216.44	15,839.54
Money In (Kounta)	(40.00)	(230.00)	(340.00)	(5,240.00
Trade Debtors	31,043.40	19,610.18	3,671.70	1,171.6
Unrealised gain/loss on investments	-	-	-	14,731.6
Total Current Assets	41,244.00	33,539.97	26,537.94	26,964.9
Fixed Assets				
Computer Equipment	29,166.14	29,166.14	29,166.14	60,404.1
Accumulated Depreciation - Computer Equipment	(23,290.81)	(21,509.89)	(18,957.81)	(46,789.60
Accumulated Amortisation - Fence	-	-	(3,548.10)	(3,076.91
Fencing	-	-	7,097.00	7,097.0
Accumulated Depreciation - Furniture & Fixtures	(26,753.73)	(25,497.03)	(22,171.47)	(28,515.51
Furniture & Fixtures at Cost	48,603.04	44,279.73	44,279.73	54,187.7
Outdoor Seating - Private Funding	9,277.38	9,277.38	9,277.38	
Accumulated Depreciation - Outdoor Seating - Private Funding	(4,162.30)	(2,997.90)	(1,428.02)	
Shipping Container	3,165.00	3,165.00	3,165.00	3,165.0
Accumulated Depreciation - Shipping Container	(1,324.10)	(1,034.48)	(717.98)	(401.18
Signs and Banners	-	10,040.00	20,233.00	47,017.0
Accumulated Depreciation - Signs and Banners	-	(9,406.86)	(15,765.07)	(39,681.31
Plant & Equipment	8,441.50	-	-	
Fixtures & Fittings	7,522.72	-	-	
Accumulated Depreciation - Plant & Equipment	(52.38)	-	-	
Total Fixed Assets	50,592.46	35,482.09	50,629.80	53,406.3
Non-current Assets				
Accumulated Amortisation - Website Development	(40,928.00)	(30,696.00)	(20,464.00)	(10,232.00
SPDR 200 Fund ETF Units	84,036.34	84,036.34	84,036.34	84,036.3
Website Development	57,760.00	51,160.00	51,160.00	51,160.0
Total Non-current Assets	100,868.34	104,500.34	114,732.34	124,964.3
Total Assets	641,579.28	601,479.07	487,649.73	345,985.3
abilities				
Current Liabilities				
ATO Integrated Client Account	-	-	(3,434.50)	

Total Equity

	31 OCT 2022	31 OCT 2021	31 OCT 2020	31 OCT 2019
GST	(1,336.78)	1,204.17	10,618.07	4,659.54
PAYG Withholding Payable	12,461.53	2,333.53	8,887.53	8,423.53
Rounding	-	(0.19)	(4.75)	(4.72)
Superannuation Payable	2,084.71	1,375.02	1,900.68	1,872.92
Trade Creditors	32,935.73	42,182.29	17,268.13	18,994.97
Wages Payable	3,888.64	-	-	347.96
Total Current Liabilities	50,033.83	47,094.82	35,235.16	34,294.20
Prepayments Provision for Annual Leave	(6,302.45) 37,414.64	(4,852.92) 32,137.89	- 34,456.54	- 19,205.55
Provision for Annual Leave	37,414.64	32,137.89	34,456.54	19,205.55
Provision for Long Service Leave	13,610.69	-	-	-
Suspense	(47.74)	(33.00)	-	-
Total Non-current Liabilities	44,675.14	27,251.97	34,456.54	19,205.55
Total Liabilities	94,708.97	74,346.79	69,691.70	53,499.75
et Assets	546,870.31	527,132.28	417,958.03	292,485.64
quity				
Current Year Earnings	(52,868.57)	(13,831.53)	49,640.43	(61,682.01)
Retained Earnings	599,738.88	540,963.81	368,317.60	354,167.65

546,870.31

527,132.28

417,958.03

292,485.64